



Kentucky Safe Schools Reporting

Entering Behavior Events and Resolutions for Inclusion on the
Safe Schools Report

Kentucky Department of Education
Office of District Support Services
Systems Administration Branch

Requirements and Tips for Error-Free Reports

All behavior events with one of the following resolutions must be mapped to the appropriate state code to appear on the Safe Schools report:

- SSP1 – Expelled, Receiving Services
- SSP2 – Expelled, Not Receiving Services
- SSP3 – Out of School Suspension
- SSP4 – Alternative Placement
- SSP5 – Corporal Punishment
- SSP6 – Law Only Violation

To be sure the codes are mapped, select the Current School Year and All Schools and go to **System Administration>Behavior>Resolution Types**. From the list, click on each of the resolutions shown above to make sure they are mapped to the corresponding state code.

Year: 08-09 School: All Schools Calendar: All Calendars Schedule: [v]

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Resolution Types

Save X Delete New

Code	Name	Category	Alignment	Demerits
SSP1	Expelled, Receiving Services	Minor	Discipline	0
SSP2	Expelled, Not Receiving Services	Minor	Discipline	0
SSP3	Out of School Suspension	Minor	Discipline	0
SSP4	Alternative Placement	Minor	Discipline	0
SSP5	Corporal Punishment	Minor	Discipline	0
SSP6	Law Only	Minor	Discipline	0
	ABSENCE LETTER 3		Discipline	0
	AFTER SCHOOL DETENT		Discipline	0
	AM DETENTION		Discipline	0
	BUS SUSPENSION		Discipline	0
	CONFERENCE W/PARENT		Discipline	0

Behavior Resolution Type Detail

School: District Wide

Code: SSP3 *Name: Out of School Suspension

Category: Minor Alignment: Discipline Demerits: 0

State Resolution Code Mapping: Out of School Suspension

If you have been using a code for any of these resolutions that was not mapped to a state code, you must first map the resolution to the correct state code and then re-save the resolution on each of the student records that was previously marked with the unmapped code.

To find those students. go to **Behavior>Reports>Resolutions.**

1. Select Grade or Ad Hoc filter for students to be included on the report
2. Enter an Enrollment Effective Date
3. Select Detail for Report Type to see the specific event records for each student
4. Enter range of resolution dates or leave blank to include current school year
5. Select At Least 1 for Event Entries
6. Choose the sort option for your report
7. Select the resolution you are searching for
8. Generate the report

Behavior Resolution Report

This report lists event, resolution and student information. The summary format prints the statistic of events, resolutions, each event and resolution for every student.

Which students would you like to include in the report?

☒ Grade ☐ Ad Hoc Filter

Enrollment Effective Date: 12/12/2008

Report Type: ☐ Summary ☒ Detail

Resolution Date Options

Start Date: on or after [] on or before []

End Date: on or after [] on or before []

Event Entries: At Least [] At Most []

Sort Options: number of incidents (descending)

Which resolutions would you like to be included in the report

☐ All ☐ ABSENCE LETTER 3 ☐ AFTER SCHOOL DETENTION ☒ Alternative Placement(SSP4)

Working from the report, you will then need to go to each individual student's record and re-save the resolution.

Grade:12 #2545 DOB:07/05/1990 Gender:M

Transportation Fees Lockers Athletics AdHoc Reports Waiver Records Transfer Gifted & Talented FRYSC

Pre-School Title 1 Services ESS Attendance Group TEDS LEP Records Request District Info Final Noticed

Summary Enrollments Schedule Attendance Programs Grades Transcript Credit Summary Assessment Behavior

Save Resolution Delete Resolution Print Calendar Print Year New Event New Resolution Add Student

Behavior

08-09 KNOX CENTRAL HIGH (1 Events)

PHYSICAL AGGRESS. AGAINST PEER - 09/23/2008

BAKER, CYLE - Offender

OUT OF SCHOOL SUSP - 09/24/2008 to 09/26/2008

Resolution / PHYSICAL AGGRESS. AGAINST PEER - 09/23/2008 / CYLE BAKER

*Behavior Resolution

OUT OF SCHOOL SUSP

*Resolution Date *Resolution Time End Date End Time

09/24/2008 08:00 AM 09/26/2008 02:45 PM

Comments

State Resolution Code Mapping (calculated from resolution type)

Out of School Suspension (SSP3)

2009-10 Data Standards for Entering Behavior Events

Path: Student | General | Behavior Tab

Behavior Event

The screenshot shows a web form titled "Behavior Event". It contains the following fields and controls:

- *Event Name:** A dropdown menu.
- *Event Date:** A date picker showing "09/12/2009".
- *Event Time:** A time input field showing "03:58 PM".
- Weapon:** A dropdown menu.
- Violence Indicator:** A checkbox.
- Call Police:** A checkbox.
- Arrest:** A checkbox.
- Charges:** A checkbox.
- Gang Related:** A checkbox.
- Civil Proceedings:** A checkbox.
- School Sponsored Event:** A checkbox.
- Non School Hours:** A checkbox.
- Law Violation:** A dropdown menu.
- Board Violation:** A dropdown menu.
- Behavior Admin Staff Name:** A dropdown menu.
- Referral Name:** A dropdown menu.
- Behavior Event Location:** A dropdown menu with "SSL1: Classroom" selected.
- Participant Type:** A dropdown menu.
- Comments:** A text area with up and down arrow buttons.
- State Event Code Mapping:** A label indicating it is calculated from the event type, with "No State Code" displayed below.

Incident Details:

Event Name: Select the type of infraction from drop down menu

Event Date: Enter the date the event (incident) occurred

Event Time: Enter the time the event (incident) occurred

Weapon: Select 'Yes' from dropdown if weapon involved in behavior event

Call Police: Check box if incident resulted in call to police

Arrest: Check box if incident resulted in arrest

Charges: Check box if infraction resulted in charges being filed

Gang Related: Check box if incident was Gang Related

Civil Proceedings: Check box if incident resulted in civil proceedings

School Sponsored Event: Check box if incident happened at a school-sponsored event

Non-School Hours: Check box if incident occurs outside school hours

Violations: *Law or Board violation must be selected for any SSP1, SSP2, SSP3 or SSP5 resolution.*

Law: Select the Law Violation Code from the drop down menu

Do not choose a Board violation if you have selected a Law violation

Board: Select the Board Policy violated from the drop down menu

If the incident could be board or law violation, you should choose Law, the most severe

Behavior Event Location: Select location event occurred

Participant Type: Select from the drop down menu

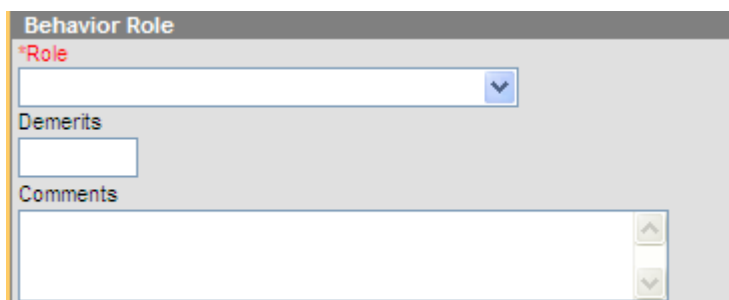
01: Student

02: Teacher

03: Staff

04: Non-School Personnel

Behavior Role



The screenshot shows a form titled "Behavior Role". It contains a dropdown menu labeled "*Role" with a downward arrow. Below this is a text input field labeled "Demerits". At the bottom is a larger text input field labeled "Comments" with upward and downward arrows on its right side.

Role: Select from the drop down menu role student played in behavior event

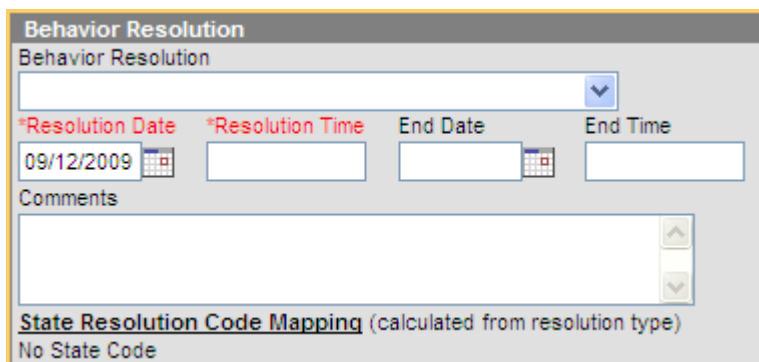
01: Offender

02: Participant

03: Victim

04: Witness

Behavior Resolution



The screenshot shows a form titled "Behavior Resolution". It contains a dropdown menu labeled "Behavior Resolution" with a downward arrow. Below this are four input fields: "*Resolution Date" (with a calendar icon), "*Resolution Time", "End Date" (with a calendar icon), and "End Time". Below these is a text input field labeled "Comments" with upward and downward arrows on its right side. At the bottom, there is a label "State Resolution Code Mapping (calculated from resolution type)" and the text "No State Code" below it.

Behavior Resolution: Select the appropriate resolution from the drop down. For Safe Schools resolutions: SSP1 - Expelled, Receiving Services; SSP2 - Expelled, Not Receiving Services; SSP3 - Out of School Suspension; SSP5 – Corporal Punishment. Best Practice - Establish district wide standardized Discipline Codes

Resolution Date: Enter month, day, year (##/##/##) punishment is to begin

Resolution Time: Enter the start time of the resolution

End Date: Enter month, day, year (##/##/##) the resolution ends for all Safe Schools infractions

End Time: Enter the end time of the resolution for all Safe Schools infractions

Preparing for the Safe Schools Report

Discrepancies between Suspensions in your Behavior records and Attendance records will cause inaccurate reporting on the Safe Schools report and SAAR. Absences not accurately coded as suspensions will result in a loss of ADA funding. Districts should be running the Suspension Attendance Linkage Report periodically to check for these discrepancies. This report is found under **KY State Reporting>Edit Reports>Suspension Attendance Linkage**.

Year: 08-09 School: KNOX CENTRAL HIGH Schedule: All

Suspension Attendance Linkage Report

This report may take several minutes to render. Please do not click Generate Report more than once.

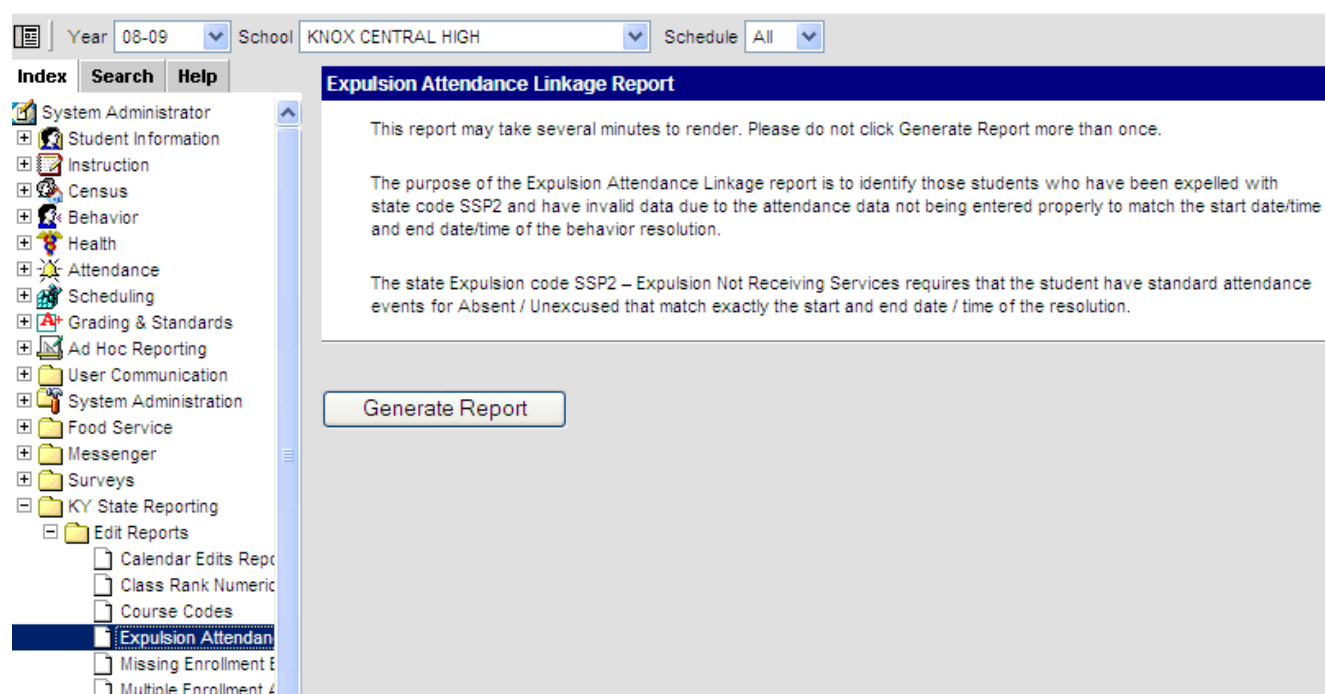
The purpose of the Suspension Attendance Linkage report is to identify those students who have been suspended and have invalid data either due to the attendance data not being entered properly to match a behavior resolution, or vice versa a behavior resolution that doesn't match attendance data for a state coded suspension.

The state suspension code SSP3 – Out of School Suspension requires that the proper associated state attendance code S – Suspension match exactly the date / time of the resolution. There is also the possibility that a user could enter the Suspension attendance entry without having the associated behavior resolution. Both of these scenarios are to be captured in this report.

[Generate Report](#)

This will show you any suspensions you have entered in Behavior that don't have a valid Attendance record and then any Attendance record with an Out of School Suspension that doesn't have a corresponding resolution in Behavior. Running this report on a regular basis throughout the school year and cleaning up the errors you find will help keep your data accurate and reduce the amount of clean-up you will need to do when it's time to generate your Safe Schools Report and SAAR.

Districts that have had expulsions should also run the Expulsion Attendance Report. This report will identify those students who have been expelled with state code SSP2 whose attendance data has not been entered properly to match the start date/time and end date/time of the behavior resolution. An expulsion where the student is not receiving services requires that the student be marked with unexcused absences for the duration of the expulsion. This will not show up as an error or warning on Safe Schools, but could affect ADA funding on the SAAR. The report is found under **KY State Reports>Edit Reports>Expulsion Attendance Reports**.



Generating the Safe Schools Report

When you are ready to run the report, go to **KY State Reporting>Safe Schools**.

The screenshot shows the 'Safe Schools Report' interface. At the top, there are dropdown menus for 'Year' (08-09), 'School' (KNOX CENTRAL HIGH), and 'Schedule' (All). On the left is a tree view with categories like Health, Attendance, Scheduling, Grading & Standards, Ad Hoc Reporting, User Communication, System Administration, Food Service, Messenger, Surveys, and KY State Reporting. Under 'KY State Reporting', 'Safe Schools' is selected. The main area has a title 'Safe Schools Report' and a description: 'This tool can extract data to complete the KDE Safe Schools Report. The report will output as an extract that will include behavioral information on students collected from schools and districts in Kentucky. Choose the District Format to get the file in the state defined Fixed Width format, otherwise, choose one of the testing/debugging formats.' Below this are 'Extract Options' and 'Select Calendars'. Under 'Extract Options', 'Work Sheets' is set to 'All Worksheets' and 'Format' is set to 'State Format(Fixed Width)'. There are two buttons: 'Run Validations' and 'Run Extract', with the latter circled in red. Under 'Select Calendars', there are radio buttons for 'active year' (selected), 'list by school', and 'list by year'. A list of schools for the 08-09 year is shown, including CENTRAL ELEMENTARY, DEWITT ELEMENTARY SCHOOL, FLAT LICK ELEMENTARY, G R HAMPTON ELEMENTARY, GIRDLER ELEMENTARY SCHOOL, JESSE D. LAY ELEMENTARY, KNOX APPALACHIAN SCHOOL, KNOX CENTRAL HIGH, KNOX COUNTY LEARNING AC, KNOX MIDDLE, LYNN CAMP HIGH SCHOOL, and WEST KNOX ELEMENTARY SCHOOL.

It is not necessary to use the Run Validations button to get an error report. When you run the extract, it will show you any errors on the report that need to be corrected. If you do use the Run Validations button, you will have to log off the system and log back in before you will be able to generate the extract.

Districts may use any of the reporting options while working on their Safe Schools report. The report can be run for one school at a time and can be run in HTML or CSV. When all schools have corrected their errors and validated the information on their individual reports, the extract can be run for the district and should be run for all schools using the State Format (Fixed Width) format.

Common Errors and Warnings

The Error Report will give both errors and warnings. Errors will prevent the Safe Schools Report from running and must be corrected. Warnings should be verified to make sure your data is accurate.

ER01: Overlapping SSP – This means the student has two SSP resolution records that have overlapping dates.

ER02: Dispositions - Missing End Dates – Disposition has a start date, but no end date. End dates are required on the SSP events in order to show up on the Safe Schools Report.

WA01: Suspension/Attendance Dates Inconsistent – Suspensions in Behavior event records do not correspond with suspensions in Attendance records. Running the Suspension Attendance Linkage report throughout the school year will keep these errors to a minimum.

WA02: student behavior event date is not within enrollment – This error indicates there is a behavior event recorded for that student on a date that is outside of their enrollment dates in your district.

WA03: student behavior resolution date is not within enrollment – Like the error above, this indicates the resolution date on a behavior event is outside of the student's enrollment in your district.

Data Submission

The Safe Schools Report data must be submitted to the KDE file upload portal at <http://apps.kde.state.ky.us/safeschools/> by June 30, 2010. The user will see two boxes for a user ID and password: Use the ID and password provided below – you do not need another one issued to you. The user ID is **safe** and the password is **schools10** (see the illustration below).

KDE Contacts for Safe Schools are:

Policy Issues

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Appendix A

2008-09 Law Violation Codes

Code	Code Description	Code	Code Description
11	Criminal Homicide	1852	Barbiturates Distribution
20	Forcible Rape	1861	Heroin Possession and Use
30	Robbery	1862	Heroin Distribution
50	Burglary	1871	Cocaine/crack Possession and Use
60	Larceny - Theft	1872	Cocaine/crack Distribution
70	Motor Vehicle Theft	1881	Prescription drugs Possession and Use
90	Arson	1882	Prescription drugs Distribution
100	Forgery	1891	Inhalant Possession and Use
110	Fraud	1892	Inhalant Distribution
120	Embezzlement	190	Gambling
130	Stolen Property	210	DUI
140	Vandalism	230	Under Influence
151	Weapon - Handgun	240	Disorderly Conduct
152	Weapon - Rifle	260	Other
153	Weapon/Other Firearm	280	Loitering
154	Weapon - Other	301	1 st Degree Assault
160	Prostitution	302	2 nd Degree Assault
171	Indecent Exposure	303	3 rd Degree Assault
172	Statutory Rape	304	4 th Degree Assault
174	Sexual Assault (Unwanted touching in a sexual manner)	305	Menacing
1801	Other Drug Possession and Use	306	Felony Wanton Endangerment
1802	Other Drug Distribution	307	Misdemeanor Wanton Endanger.
1811	Alcohol Possession and Use	308	Felony Criminal Abuse
1812	Alcohol Distribution	309	Misdemeanor Criminal Abuse
1821	Marijuana/hashish Possession and Use	310	Terroristic Threat
1822	Marijuana Distribution	320	Terroristic - Bomb
1831	Hallucinogenic Possession and Use	330	Terroristic-Ch/Bio/Nuclear
1832	Hallucinogenic Distribution	340	Felony Stalking
1841	Amphetamines Possession and Use	341	Misdemeanor Stalking
1842	Amphetamines Distribution	999	No Law Violations occurred at this school
1851	Barbiturates Possession and Use		

2008-09 Board Policy Violation Codes

Code	Code Description
1001	Cheating
1002	Dress Code Violation
1003	Leaving Campus
1004	Skippping Class
1005	Skippping School
1006	Tardy to Class
1007	Truancy
1008	Signing Parent/Staff Note
1009	Stealing
1010	Failure to follow staff instructions
2001	Disruptive Behavior
2002	Bus Disturbance
40	Failure to Attend Detention
5001	Fighting - Student to Student (physical aggression)
5002	Fighting - Student to Staff (physical aggression)
5003	Fighting - Student to Other (physical aggression)
60	Inappropriate Sexual Behavior
70	Profanity or Vulgarity
8001	Bullying
8002	Harassment
8003	Threatening Staff
8004	Verbal Abuse
8005	Harassing Communications
9001	Smoking
9002	Chewing
9003	Tobacco - Other
110	Dangerous Instruments (carrying or use)
998	Other
999	No Board Violations occurred at this school